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ABSTRACT

The Operating Procedures Manual of the Special Education Instructional Materials Center (SEIMC) of the St. Paul Public Schools provides information on work stations, job details, mail handling, telephone communications, materials acquisition, materials utilization, and membership. Use of the operating manual is reported to have given staff increased assurance regarding policies and procedures of the SEIMC. Detailed instructions are given for tasks such as filing correspondence, processing incoming mail, answering the telephone, ordering materials, checking out materials, and issuing membership cards. Many of the procedures are thought to be applicable to any SEIMC. (DB)

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OPERATING PROCEDURES MANUAL

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FIELD-TEST VERSION
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By KENT NORTON and
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April, 1973

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PREFACE

This Operating Procedures Manual (OPM) was developed for use in the Special Education Instructional Materials Center located in the Saint Paul Public Schools, and serving Saint Paul and the other 17 member school districts of the east metropolitan special education region.

The original text and skeleton framework for the present OPM were begun in July, 1971, by Kent Norton as a result of his visit to the SEIMC. Having a background in business management procedures, he quickly saw the need for time-saving office procedural changes.

As SEIMC Director I was involved too frequently in clerical tasks. The directions I was giving to my staff (typist and one aide) were verbal and not clear. Although the SEIMC was serving clients through the usual check-out of materials, workshops and displays, internally the project needed help. As Director I knew how to organize and attend to detail when planning an in-service, but I did not have management competencies.

The effect of the OPM was immediate. The staff had a manual in which all SEIMC functions were detailed. They could speak to clients with assurance; they knew the policies and procedures (or could find them).

Since 1971 the staff has expanded. The SEIMC still has only one professional teacher on staff -- the Director. But supportive clerical personnel now include one typist and five aides. The OPM is a necessity.

Since the original OPM (9/71) the pages have undergone continuous revision through regular staff input and total staff effort to keep the OPM current. That is why nearly all of the pages in this edition bear the dates (4/73 Rev.) instead of the original date (9/71). The fact that the latest revision dates are in the month of publication shows the ease with which revisions are made.

Although this SEIMC Operating Procedures Manual applies specifically to the SEIMC in the Saint Paul Public Schools, the procedures outlined are those found in any SEIMC in the country.

Mr. Kent Norton is the author of the original text. I am co-author and revision editor.

Lily-Beth Wahlberg
SEIMC Director

4/73

TABLE OF CONTENTS

POLICY STATEMENT

INTRODUCTION TO THE
NEW AND IMPROVED OPERATING
PROCEDURES MANUAL

REVISION DATES

SECTIONS 100 - 800

100 WORK STATIONS
- 101 STATION ASSIGNMENTS
  - a STATION 1
  - b STATION 2
  - c STATION 3
  - d STATION 4
  - e STATION 5
  - f STATION 6
- 102 JOB ASSIGNMENT SHEET
  - a SAMPLE JOB ASSIGNMENT SHEET
- 103 JOB ASSIGNMENT FOLLOW-UP
- 104 AIDE ROLE IN SEIMC
  - a AIDE JOB SPECIFICATIONS
  - b AIDE JOB DESCRIPTIONS
  - c AIDE EVALUATION SHEET
- 105 SPECIAL COLLECTIONS
  - a SLBP
  - b VISION
  - c HOMEBOUND
  - d EPDA
  - e SPEECH
  - f MENTAL RETARDATION
- 106 SEIMC INTRA-OFFICE FORM

200 SEIMC JOBS
- 201 FILING
  - a CORRESPONDENCE FILE
  - b FOLLOW-UP FILE
  - c ACCESSION CARDS
  - d CATALOGUE FILE
- 202 TYPING
  - a ROUGH DRAFT
  - b CORRESPONDENCE
  - c PHOTO-READY COPY
  - d DITTO MASTERS
  - e MIMEOGRAPH STENCILS
- 203 ROLODEX (see also 301 d)
- 204 READING SHELVES
- 205 CHECK-OUT COUNTER (see also 601)
  - a SPECIAL CODINGS
  - b BATTERY ITEMS
  - c REPAIR OF ITEMS (see also 606b)

TABLE OF CONTENTS (CONT.)

300 MAIL
- 301 INCOMING MAIL
  - a CHECKING MAILBOX
  - b OPENING MAIL
  - c DISTRIBUTING MAIL
  - d ADDRESSES (see also 203)
- 302 OUTGOING MAIL
  - a ENVELOPES
  - b MAILINGS
  - c ROUTING CATALOGUES
  - d CORRESPONDENCE -- MEMOS
  - e CORRESPONDENCE -- LETTERHEAD
  - f PACKAGE SHIPMENTS
- 303 CORRESPONDENCE CLIP
- 304 SAMPLE FORM LETTERS
  - a MEMORANDUM
  - b FORMAL BUSINESS LETTER
  - c CATALOGUE
  - d COMPLIMENTARY SAMPLE LETTER
  - e TEST SPECIMEN SET LETTER
  - f ORDER LETTER
  - g SHORT TERM MEMBERSHIPS
  - h OVERDUE ITEMS (FIRST REMINDER)
  - i OVERDUE ITEMS (SECOND REMINDER)
  - j ROUTING SLIP AND INSTRUCTIONS

400 TELEPHONE
- 401 ANSWERING A CALL
- 402 TAKING MESSAGES
- 403 CALLS FOR DIRECTOR
- 404 REQUESTS FOR MATERIALS
- 405 ITEM SEARCH
  - a OTHER SOURCES
- 406 MAKING CALLS TO TEACHER
- 407 STAFF USE OF OFFICE PHONE
- 408 CALL TABULATION
- 409 RESERVING SEIMC MEETING ROOMS

500 MATERIALS ACQUISITION
- 501 ORDERING
  - a FOLLOW-UP
  - b BACK ORDER
- 502 RECEIVING
- 503 PAYMENT
- 504 PROCESSING MATERIALS
  - a CATALOGUING TESTS
- 505 CARD CATALOGUE
- 506 COMPLIMENTARY COPIES
- 507 ON APPROVAL/DISPLAY
  - a FORM FOR MATERIALS ON DISPLAY

TABLE OF CONTENTS (CONT.)

600 MATERIALS UTILIZATION
- 601 CHECK-OUT OF MATERIALS
  - a STEPS TAKEN AT CHECK-OUT COUNTER
  - b LENGTH OF CHECKOUT
  - c YEAREND DATE FOR RETURN OF ALL MATERIALS
- 602 RETURN OF MATERIALS
- 603 OVERDUE ITEMS
  - a REPLACEMENT OF LOST ITEMS
- 604 ITEM USER TALLY
- 605 USER TALLY
  - a VISITORS TO SEIMC
- 606 REQUESTS
  - a WILL CALL
- 607 INVENTORY
  - a STEPS TAKEN IN INVENTORY
  - b EQUIPMENT
  - c REPAIR
  - d DISCARD
- 608 RENEWAL
- 609 RESHELVING ITEMS
  - a CHECKING AT COUNTER
  - b RESHELVING IN CENTER
  - c BATTERIES

700 MEMBERSHIP
- 701 MEMBERSHIP CATEGORIES -- A AND B
- 702 TERMINAL (ONE YEAR) MEMBERSHIP
- 703 REGISTRATION CARD
  - a OBLIGATIONS OF MEMBERSHIP
- 704 MEMBERSHIP CARD
- 705 INELIGIBLE MEMBERS
- 706 CANCELLATION
- 707 MAILING LISTS
- 708 DEATH OF MEMBER

800 LISTS
- a ACRONYMS
- b STAFF
- c ST. PAUL SCHOOLS
- d SEIMC ADVISORY COUNCIL
- e MEMBER DISTRICTS
- f MATERIAL LISTS AND DIRECTORY SUPPLEMENTS
- g INFORMATION SHEET -- INCLUDING HOURS OPEN TO PUBLIC

SEIMC POLICY STATEMENT

The purpose of the SEIMC is to provide the most up-to-date methods and materials for use of teachers of special children. The policy is to serve teachers of the east metropolitan area in an efficient, business like, and friendly manner. Procedures and rules for the best possible operation are outlined for the SEIMC. The hours, check-out procedures and other methods of this particular operation are made in order to streamline receiving and distributing of educational aids.

Certain privileges are afforded to each client. To make it easier for the project director and aides to serve teachers in the best manner possible with the service they need, please follow the rules as written.

If one person abuses the rules of the SEIMC the service to all must be restricted. We have found the operating rules now instigated to be best for both director and aides of the project and most important for the protection of the clients and the maintenance of the collection.

4/73 Rev.

INTRODUCTION TO THE NEW AND IMPROVED OPERATING PROCEDURES MANUAL*

The letters OPM stand for Operating Procedures Manual. This is basically a booklet in looseleaf binder containing many of the forms and standards for completing work. The pages are in looseleaf form in order to make addition and deletion of extra or revised pages easier. Each page in the lower left hand corner will be dated with the month and year it was written. This will insure that only the most recent of page revisions are in the manual.

Operating procedures manuals are used in every type of office setting. Each one is specifically designed to the type of business in which it will be used. It procedurizes and simplifies assignments and clarifies any verbal orders that are given. It is a reference manual to aid and help you in finding out how and why work is to be done.

This particular OPM is engineered specifically to be used in the SEIMC project. Any questions relating to the work or job assignments of any part of SEIMC will be found under major headings in the manual.

For example, if you need to know how to handle incoming mail you would turn to section 300 -- MAIL. In this section

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* This manual has been made to be changed. It must remain flexible in order to do the job.

most facets in handling mail are covered. Since the procedures are in writing, less confusion and frustration will arise in the performance of your job. To clarify the manual further, all parts of it will be explained to you by the Director. The Director will always interpret the manual if there is a part that is not understood. You should use the manual if there is the least doubt in your mind as to the carrying out of an assignment. (If you cannot find directions in the OPM on how to proceed on a routine task, write it up as a possible addition or revision to the OPM and submit it to the Director.) In ALL cases the Director will give the final word on the meaning of the OPM.. IF YOU DO NOT UNDERSTAND WHAT YOU HAVE READ, HAVE IT EXPLAINED FULLY AND TO YOUR SATISFACTION!

A personal copy will be made available for you to follow and make notes in as it is explained. If need be, separate sheets may be inserted and used as supplemental information for the OPM. These can consist of your ideas or recommendations pertaining to the SEIMC project and its stated goals. Revision is always possible and new suggestions are always welcome. Make them in writing to the Director.

OPM's are not to be discussed, shown or distributed to anyone other than the members of the SEIMC staff. They are for in-house staff reference only. They are not to be reproduced or republished. Do not show the manual to the clients if they are arguing a point. State: "These are the procedures. If you want to discuss this further you will have to talk to the Director." Then call the Director.

REVISION DATES

Dates stating month and year appear at the bottom of ALL pages of the OPM. These state the date the page was issued or revised. The original paper will only have the month and year in the lower left hand corner (9/71). The revised sheets will have the date and the abbreviation "Rev." after it (4/73 Rev.) This will differentiate the revisions from the original page.

Procedure revisions will follow these steps:

1. Procedural changes will be discussed and the written statement revised. Staff member suggesting the change may be asked to write up first draft of procedural change.

2. Revised procedure will then be typed and copies distributed to each staff member, thereby keeping all manuals up-to-date.

3. The old procedure sheet will be discarded and the revised sheet(s) inserted in the correct place in the OPM. These dated pages indicate the most current procedures.

A master copy of all OPM pages, original as well as revised, will be kept in the Director's office.

100 WORK STATIONS

101 STATION ASSIGNMENTS

a STATION 1

b STATION 2

c STATION 3

d STATION 4

e STATION 5

f STATION 6

102 JOB ASSIGNMENT SHEET

a SAMPLE JOB ASSIGNMENT SHEET

103 JOB ASSIGNMENT FOLLOW-UP

104 AIDE ROLE IN SEIMC

a AIDE JOB SPECIFICATIONS

b AIDE JOB DESCRIPTIONS

c AIDE EVALUATION SHEET

105 SPECIAL COLLECTIONS

a SLBP

b VISION

c HOMEBOUND

d EPDA

e SPEECH

f MENTAL RETARDATION

106 SEIMC INTRA-OFFICE FORM

100 WORK STATIONS

Work stations are numbered. Each person is assigned to a station. There will be a station duty list and station number for each person working for SEIMC except the Director.

STATIONS	STAFF MEMBER	JOB ASSIGNMENT
1	_____	Secretary to Director
2	_____	Aide assigned to SLBP materials collection
3	_____	Aide assigned to SLBP materials collection
4	_____	Aide assigned to assist at front counter and reshelve
5	_____	Aide assigned to receive in-coming telephone calls and work at front check-out counter
6	_____	Aide assigned to vision materials collection for 1/3 time. Balance of time spent cataloguing SEIMC materials.

101 STATION ASSIGNMENTS

a STATION 1

Station 1 is the secretary's position. In addition to knowing all the functions described in the OPM, the secretary has a specific set of duties relating to:

1. typing of correspondence
2. typing stencils and use of mimeograph machine
3. ordering and follow-up of materials

The secretary's OPM includes a section under 101 a -- specific outline describing her duties.

b STATION 2

Station 2 is in the workroom. Jobs here relate to the maintenance of the SLBP and Title I materials collection used in the St. Paul SLBP program. Items are received, catalogued, checked out, and inventoried in the course of the year.

c STATION 3

Same as 101 b.

d STATION 4

Station 4 is at the check-out counter. Duties here include:

1. Checking in items being returned.
2. Reshelving items.
3. Contacting teachers about overdue items.
4. Catalogue filing.
5. Answering the phone and taking messages.

101 STATION ASSIGNMENTS (CONT.)

e STATION 5

Station 5 is at the check-out counter. Duties include:

1. Answering the telephone and routing calls.
2. Maintaining room sign-up calendar.
3. Check out and check in of materials.
4. Reshelving items.
5. Typing as assigned.

f STATION 6

Station 6 is in the workroom. Jobs include:

1. Maintaining collection of materials for EMSEC vision team.
2. Cataloguing new materials for SEIMC including writing description cards, stamping and labeling items, assigning shelf numbers.
3. Working at front check-out counter when necessary.

102 JOB ASSIGNMENT SHEET

Director issues job assignments and gives the forms to secretary. She distributes them to the persons responsible for completing the job by placing them at their respective job stations in a designated place. Staff person receiving job assignment must:

1. Note date due. Usually jobs are due within a few days after date assigned. If no due date is indicated, it is open ended, and you have a month in which to complete the job.
   a. RUSH JOB ASSIGNMENT
      STOP what you are presently doing and set it completely aside. Complete rush job, proofread it, and return it. Place in IN BOX but call to Director's attention. Have the initialed RUSH job assignment sheet on top. RUSH JOBS TAKE PRIORITY OVER ALL OTHER JOBS. Rush jobs are rare!
2. Read instructions. If they are not clear, get clarification from Director before proceeding.
3. Complete task and PROOFREAD.
4. Initial and date completed job assignment in lower righthand corner. Turn in to secretary at designated location on her desk.
5. When a job assignment involves a finished product, bring it to the Director's office and place in IN BOX, calling it to Director's attention. When doing a job, keep rough copies, originals and assignment sheet TOGETHER. Turn in with the assignment sheet ON TOP, original next and rough copies on bottom.

4/73 Rev.

102 a SAMPLE JOB ASSIGNMENT SHEET

JOB ASSIGNMENT

5

assigned 23 March

due today

instructions Call Audrey M——, White Bear Lake member and leave this message:
"The second 3-M tactile aid unit has not been delivered yet. When it arrives you'll be called and it will be delivered to your school."

SEIMC 2/72

2/23 DH
initial & date

4/73 Rev.

103 JOB ASSIGNMENT FOLLOW-UP

Director maintains a listing of what jobs have been assigned to what stations.

A reminder is sent to the station where there is an uncompleted job. The routine station jobs (see 101 a - f) are of a continuing daily nature. They are not written up daily. Only a job that differs from the routine station jobs is assigned in writing.

104 AIDE ROLE IN SEIMC

All aides working in the SEIMC located on the second floor of the Child Development Center are under the direction of the Director, Lily-Beth Wahlberg. They will report directly to and take directions from the Director.

A new aide is trained by the Director. The OPM is handed out and the pages relating specifically to the aide's work station are emphasized. The aide is "walked through" the jobs she will be performing.

AIDES DO THE FOLLOWING

1. Carry out assigned work.
2. Take orders only from the Director.
3. Work in groups only when directed.
4. Make sure they understand assignment.
5. Learn all functions of SEIMC.
6. Help acquaint new aides with procedures.

The main purpose of Section 104 is to insure that all aides understand and are able to assume other work station functions. Most aides will remain on a work station as a permanent post, relating to one specific job area or collection of books, but must learn the other work as well. Inter-changeability of job assignments will be an integral function of aides on the project. With this "division of labor" each will know one job well, but will be able to perform the others when necessary.

104 a AIDE JOB SPECIFICATIONS

These factors are taken into consideration when hiring an aide to work in the SEIMC:

age

work experience

competence in dealing with public

living distance from project

transportation available

months able to work

education

ability to follow instructions

flexibility

An evaluation report will be made on each employee and reviewed with him within the week following evaluation. Copies will go to aide and to aide's permanent file. These are confidential reports between the Director and aide regarding the aide's work record. They should not be discussed with anyone but the Director.

Aides are delegated authority by the Director.

Aides do not make policy decisions.

All aides must operate within the framework of the current OPM.

104 b AIDE JOB DESCRIPTIONS

(see 101 a - f and 200)

Aide jobs are not delegated by anyone except the Director. In the absence of Director the secretary may delegate some work to the aides.

Aides are under direct supervision of SEIMC Director.

Jobs might include:

- RUSH work
- general office work
- filing
- typing duties
- phone duty
- taking request orders
- filling request orders
- completing job assignments
- check-out counter duty
- "floor" duty -- on the main display floor helping teachers with their check-out forms, finding information for them

Aides will rate selves and be rated on WORK EVALUATION SHEETS.

All aides that are hired are considered above average people. If for some reason they fall into "average" category it is because they do not fully understand the job assignments and duties of this project. It is expected that after becoming familiar with SEIMC functions as outlined in OPM, their competency will increase as will their rating.

4/73 Rev.

104 c SEIMC AIDE EVALUATION SHEET

NAME _____ PERIOD BEG._____ ENDS_____

DATE STARTED_____ WORK STATION_____

	EXCELL.	V. GOOD	AVERAGE
Has ability to follow instructions			
Does work to best of knowledge			
Carries out assignments to completion			
Corrects ostensible mistakes			
Seldom has to re-do work			
Takes responsibility well			
Asks questions in order to do the job well			
Handles public well			
Is satisfied with job			
Does not make gross errors in judgment			
Works well with teachers			
Works well with other aides			
SKILLS			
Typing			
Shorthand			
Filing			
Telephone voice and handling			
Motivation: self			
others			

4/73 Rev.

105 SPECIAL COLLECTIONS

a SLBP SPECIAL COLLECTION

The Special Learning Behavioral Problems Material Center is a collection of Federal - City funded materials and equipment used by special education teachers (St. Paul Public and non-Public Schools).

This collection is housed at the SEIMC, yet is set apart as the material distribution is local in nature. Many teachers pick up the materials themselves. Telephone requests for materials are sent out by school mail delivery service.

A complete record of all materials is kept; all serial numbers on equipment are listed. To expedite check-out procedures all programmed series and materials are itemized on an overall check-out list for each teacher's file.

Within this SLBP collection separate shelves have been set aside for "Title I" materials acquired under Public Law 89-10, a Federal program for disadvantaged children in special designated schools.

The SLBP Materials Center aides do not purchase any materials. The ordering is done by the Supervisor of the SLBP Program. All materials are delivered to the SLBP Materials Center, where the aides check the shipments against packing slips and copies of invoices. The Supervisor's secretary is then notified of receipt and packing slips are sent to that office.

PROCEDURE FOR CHECK-OUT OF MATERIALS:

SLBP check-out is self service with assistance when necessary.

NOTE: ALL PROCEDURE CHECK-OUT FILES ARE COLOR CODED RED.

1. All shelves are numbered and contents of each shelf group has a "CONTENTS LIST" posted.
2. At the beginning of the school year a separate file for each teacher is made and filed in alphabetical order. (tall file cabinet - first drawer coded red).
3. Each folder contains a two (2) page Check-Out list for the school term, on which only material quantities taken from Center, or returned, are noted. At the beginning of the school term the teacher gets a copy of the Check-Out List to serve as a record and a catalog of materials in stock.

   (Extra Check-Out Lists are kept on the desk; also in Cabinet file #2 - lower drawer coded red.)

4. Important: All equipment or hardware such as Peabody Kits, Recorders, etc., are checked out separately. A special small reference file (coded red standing on tall file cabinet) has all equipment listed on cards with serial numbers or their classified numbers. When checking out equipment the name of the school as well as the teacher must be carefully noted.

5. "Title I" materials for Public and Non-Public Schools are listed in a separate file (Tall Cabinet - first drawer - coded red). All items are charged to the School rather than to the teacher. This record is kept for inventory purposes.

PROCEDURE FOR RETURN OF MATERIALS:

All equipment and hardware is recalled at the end of the school year.

The policy for return of miscellaneous materials varies from year to year at the discretion of the Supervisor of SLBP.

105 b VISION

The vision department is comprised of full time teachers of the visually handicapped students in St. Paul and the East Metro area. It is under the supervision of a coordinator in the Regional Services Office(RSO). Materials consist of large print and braille books; tests; equipment such as tape recorders, large print typewriters, braille writers and other hardware used as teaching devices. These materials are housed as a private collection in the SEIMC workroom. They are catalogued in a separate file and kept in a grey cabinet adjacent to the book shelves on shelf #2. Tests are kept on shelf #1. Tests and consumable items are not catalogued.

NEW MATERIALS

New materials are ordered only through RSO. When they arrive at SEIMC the aide checks them against packing slip and invoice copies. RSO is notified of shipment arrival and packing slips are sent to that office. Index description cards are typed at RSO and sent to SEIMC where they are entered in card file. Thermofax copies of invoices and packing slips are made and kept in folder in grey cabinet in workroom (shelf #2) before sending to RSO. These are discarded when description cards arrive and are filed.

Consumable items are ordered by RSO as supplies are depleted. Aide notifies coordinator's secretary when stocks become low.

REPAIRS

Equipment needing repair will be sent out according to special instructions from secretary at RSO. Repair orders will be sent from RSO to SEIMC. These must be included in package when shipped. All cartons and mailers are saved and stored for future use. When sent via U. S. mail packages are postage free. "Free Matter For The Blind" must be printed in upper right hand corner of address labeling. RSO will determine which packages must be insured and aide will be reimbursed. Packages must be taken to Post Office by aide.

4/73 Rev.

105 b VISION (CONT.)

CHECK-OUT : SELF-SERVICE -- Assistance When Necessary

Materials are checked out on unlimited time basis, often year-long by the teachers. They write their names on provided scratch sheets, and whether they're checking out or returning materials.

The scratch sheet is left on clip board attached on book shelves. Aide enters teacher's name and date on appropriate card in file. Card is put into check-out section of file. When materials are returned, teacher's name is crossed out, card is dated and it is returned to "on hand" section.

Consumable items need not be checked out in above manner. These include braille paper, glue, construction paper, etc.

RETURN OF MATERIALS -- YEAR END

In June, recall notices for materials are sent out by RSO to all members of the Vision Team. Materials are inventoried, checked in and cards returned to appropriate section in file. Names of teachers and materials held by them are then sent to RSO for further clarification. Items may be left with students during summer months at the teacher's request. This is at the discretion of the Vision Coordinator.

TAPES

Tapes from State Services are not catalogued into Vision collection. When they arrive at SEIMC aide informs RSO so that teachers requesting them may pick them up. Since these tapes are returned to State Services for the Blind in June, the tape boxes are always saved and stored.

4/73 Rev.

105 c HOMEBOUND

The collection of text books and instructional devices for use of teachers of the homebound student is in the narrow storage room across the hall from the All Purpose Room in SEIMC.

There are 15 teachers who use this collection. They serve themselves and maintain their own check out records in a manner dictated by the Assistant Supervisor of Home Instruction.

Purchase of materials for the homebound collection is made by the clerk working for the Assistant Supervisor, and she receives all incoming items and maintains the inventory.

This special collection is on the premises of the SEIMC but is only available to the 15 specified teachers and their supervisor.

105 d EPDA

EPDA stands for Educational Professional Development Act. St. Paul received a grant for the school year 1969 - 70 that awarded traineeships to 20 individuals for the purpose of studying to be SLBP teachers in the secondary schools. During their year of training quantities of instructional materials and some A-V equipment were purchased. These materials are now at the SEIMC in a special reserve section in the workroom. They are all coded with a bright yellow dot to make them easily distinguished.

These materials are checked out in the fall to persons working in special education programs in the secondary schools. Year long check out is permitted. Preference is given to St. Paul teachers. However, the main goal is to have all EPDA materials being used in schools all year.

105 e SPEECH

There is a steel cabinet with materials for the speech department in the storeroom across the hall from the All Purpose Room (APR). The materials in it are under the supervision and control of the coordinator for the speech therapy program, who has the key. The cabinet is kept locked at all times.

The cabinet is clearly marked to distinguish it from the homebound collection.

f MENTAL RETARDATION

A steel cabinet with materials used by the helping teacher in this department is in same area as speech cabinet. It is subject to same controls. (see 105e)

106 SEIMC INTRA-OFFICE FORM

SEIMC INTRA-OFFICE FORM

TO_____

FROM_____

RE:_____

_____

_____

_____

_____

_____

SEIMC 3/73

_____

Initial & date

This form is used when aides and secretary need to communicate with each other or Director. Judgement is used as to whether to verbally seek information and help, or whether to write down request.

Aides may not want to interrupt secretary or Director but need to have an answer. Terms such as URGENT, PROBLEM, PLEASE ADVISE are appropriate to use if a speedy answer is needed.

It is not necessary to engage in conversation each time a staff person walks by. Respect the fact that they may have a definite task in mind, and that an interruption may delay or deter them from completing that task.

4/73 Rev.

200 SEIMC JOBS

- 201 FILING
  - a CORRESPONDENCE FILE
  - b FOLLOW - UP FILE
  - c ACCESSION CARDS
  - d CATALOGUE FILE
- 202 TYPING
  - a ROUGH DRAFT
  - b CORRESPONDENCE
  - c PHOTO-READY COPY
  - d DITTO MASTERS
  - e MIMEOGRAPH STENCILS
- 203 ROLODEX (see also 301 d)
- 204 READING SHELVES
- 205 CHECK-OUT COUNTER (see also 601)
  - a SPECIAL CODINGS
  - b BATTERY ITEMS
  - c REPAIR OF ITEMS (see also 607 b)

201 FILING

a CORRESPONDENCE FILE

Director maintains file of copies of all personal correspondence.

(see 303)

Correspondence relating to orders is filed at secretary's desk.

b FOLLOW-UP FILE

On secretary's desk is a black expansion folder with 31 sections corresponding to the days in the month. Director indicates in right hand corner of an item that it is to go into the follow-up file.

FO 19 March

FO stands for follow-up file.

19 March means it is placed in the file behind the tab numbered 19.

Follow-up file is checked daily by the secretary and items for the day are placed in Director's IN BOX the first thing each morning.

Items appearing in FO might include:

1. carbon copy of a letter needing a follow-up call or note
2. notice of a workshop or meeting
3. reminder list of items needed for an in-service
4. a job assignment for a specified day

201 c ACCESSION CARDS

The 3" x 5" accession cards, handwritten in pencil, comprise the shelf list of SEIMC holdings. They are in the green file drawers at one end of the low built-in shelving. There is a card for every item on every shelf.

Accession cards are first filed numerically by the shelf number in the upper right hand corner of the card. The drawers are designated by shelves: 1 - 20, 21 - 38, 39 - 55, 56 - 80, etc. Within each shelf number, cards are filed numerically by the four digit accession number in the lower left hand corner of card. The cards are in the same numerical order in the file as the items are on the shelves.

The handwritten accession cards are not available to the public. They are for staff use only.

Cards may be removed from the file for various reasons but are to be returned immediately to the file when work with them is done.

Typed accession cards will be filed in the card catalogue alphabetically by author and title. (see 505)

201 d CATALOGUE FILE

One A - Z catalogue file is maintained at SEIMC for use of staff and clients. The following statements explain its function and maintenance:

1. Each company from whom SEIMC has ordered materials has a separate folder in the A - Z file. Brochures and catalogues for that company belong in that file. When filing a catalogue, check first to see if company has its own folder. If not, file alphabetically by the company's name in the miscellaneous folder provided for each letter of the alphabet.

2. Secretary adds folder to the catalogue file as business is conducted with new companies.

3. Catalogues should be refiled by whoever uses them -- staff or teachers.

4. Catalogues are used on the premises of the SEIMC unless Director gives special permission for one to be removed from building. Generally, only one copy of each catalogue is kept, and it must be available when needed.

5. Catalogues are stamped by secretary with date of arrival. This is important for some companies do not date, only code, their publications, and this code may not be known to those outside the company.

6. SEIMC automatically receives catalogues from many publishers and manufacturers. However, every August during summer inventory, a check is made to insure that the most up-to-date catalogue is in the file. The most recent issue is secured by calling the local representative or by mailing out the catalogue form letter (see 304c) and the year old copy is removed and thrown away.

7. During the school year no one but the Director throws away catalogues. Newly arriving ones are routed immediately by the secretary to members of the SEIMC Advisory Council. (see 800)

   Until these new catalogues return to SEIMC the old issue is the only one in the file folder. This practice insures that a copy of the catalogue is available if client or staff need to check on an item for price, description, etc.

8. Catalogues must be filed daily. Secretary checks tables in library area at closing time and files away any catalogues that may have been left out.

9. As routed catalogues return to SEIMC, the secretary brings them immediately to Director who codes certain items for order. After ordering, catalogue is filed, and until summer there may be catalogues from two years in that file. (see above 201 d 6)

10. Multiple copies of a current catalogue are called to Director's attention. Aide is directed to put extras on DISCARD shelves by door for teachers to take.

202 TYPING

The secretary usually gets the job assignments for typing. Aides who type may be given typing jobs occasionally that may include: rough draft, correspondence, photo-ready copy and ditto masters. Instructions for routine typing jobs follow.

a ROUGH DRAFT

When typing a rough draft, use scratch paper (clean sides of previous mailings, outdated letters, etc.). Always double space unless directed to quadruple space material. The reason for double spacing is to allow space for additions and corrections in wording and format before the final typing.

PROOFREAD your typing before turning in work. Strike-overs are acceptable on a rough draft if the word can still be read.

When you turn in the copy have job assignment slip on top, rough draft next, and handwritten copy last. Clip together.

b CORRESPONDENCE

(see 304)

Unless otherwise specified, all correspondence is single spaced.

Strike-overs are not permitted. Cover mistake on original with liquid paper. Blow on it until it is dry. Erase mistake from carbons. Then type in the correct letter. You may have to strike over 2 or 3 times to have the new letter as dark as the rest of the word.

202 c PHOTO-READY COPY

This is typewritten copy on bond paper where work must be 100% accurate. Corrections must be very carefully made.

d DITTO MASTERS

Follow instructions inside box. Remember to remove middle tissue sheet before beginning to type.

SUGGESTION: If you make a single letter mistake use a safety razor blade to gently scrape away the incorrect letter from backside of original copy sheet. Now strike over the "incorrect letter" with the correct one. This should provide a legible, unblurred copy when the ditto master is duplicated.

e MIMEOGRAPH STENCILS

Refer to instructions that accompany stencils. These are generally typed by secretary. If Director asks an aide to type them, a demonstration will be given on how to set typewriter, to type and make corrections.

203 ROLODEX

(see also 301 d)

There are two circular address files in the SEIMC.

Rolodex 1 is an alphabetical listing of publishers and suppliers addresses and local representatives and is kept at check-out counter.

Rolodex 2 is an alphabetical listing of the persons, agencies or organizations with whom the Director has regular correspondence and is kept at secretary's desk.

A sample format card is at the beginning of each Rolodex.

USE IT. Don't ask for an address if it can be found by you.

4/73 Rev.

204 READING SHELVES

The open shelves of the SEIMC are to be read periodically. This means that they are checked to see that items within each subject category are numerically sequenced on the shelf.

Aides at STATION 4 and 5 routinely do this whenever they reshelve SEIMC items.

Director may assign <u>all</u> aides to work on reading the shelves for several days if it appears that many items are out of order and sequence.

205 CHECK-OUT COUNTER

(see also 601)

The main function performed at check out counter is check-in and check-out of materials.

It is necessary to understand and to perform certain other functions that relate to the flow of the materials.

a SPECIAL CODINGS

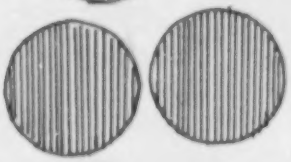
1.

SEIMC owns more than one copy of certain kits and equipment. These multiple copy items are marked with a blue strip next to the accession label. When one of these items is checked out, a back-up copy should be taken from the grey shelves in workroom and placed on the open shelf.

A list of all multiple copy items will be found on check-out desk and will include number of grey shelf where back-up items may be found.

2.

One red dot on item indicates 4 week check-out, no renewal possible.



Two red dots indicate 2 week check-out, no renewal possible.

3.

The yellow dot indicates the item is from EPDA collection in workroom and is to be reshelved there. (see 105 d)

b BATTERY ITEMS

Items containing batteries should be marked with large label maker: "BATTERIES" When item marked "BATTERIES" is returned, batteries should be disconnected from item and put in box with it. If this isn't done the batteries may leak and damage the item.

The large label maker to be used for this is kept in a drawer at check-out counter.

c REPAIR OF ITEMS

(see 607 b)

300 MAIL

301 INCOMING MAIL

a CHECKING MAILBOX

b OPENING MAIL

c DISTRIBUTING MAIL

d ADDRESSES (see also 203)

302 OUTGOING MAIL

a ENVELOPES

b MAILINGS

c ROUTING CATALOGUES

d CORRESPONDENCE -- MEMOS

e CORRESPONDENCE -- LETTERHEAD

f PACKAGE SHIPMENTS

303 CORRESPONDENCE CLIP

304 SAMPLE FORM LETTERS

a MEMORANDUM

b FORMAL BUSINESS LETTER

c CATALOGUE

d COMPLIMENTARY SAMPLE LETTER

e TEST SPECIMEN SET LETTER

f ORDER LETTER

g SHORT TERM MEMBERSHIPS

h OVERDUE ITEMS (FIRST REMINDER)

i OVERDUE ITEMS (SECOND REMINDER)

j ROUTING SLIP AND INSTRUCTIONS

301 INCOMING MAIL

Mail refers to letters, newsletters, catalogues, brochures, jiffy bag packages, and St. Paul intra-district mailers. Mail refers to everything except packages bearing a requisition number or packing slip for an SEIMC order.

a CHECKING MAILBOXES

Mail is delivered by:

1. School mail delivery service at 8:15 A.M. daily except Wednesday.

   The school mail delivery man sometimes works from a car and delivers and picks up only small quantities of mail. Arrangements are underway for the school storehouse truck to assume regular pick-up and delivery on the large boxes of books that are shipped to schools.

2. U. S. mail. Secretary picks up SEIMC mail on first floor of administration building. U. S. Mailman does not deliver to second floor.

b OPENING MAIL

All SEIMC mail is opened by the secretary and stamped with arrival date. All mail goes first to Director.

In absence of secretary, one aide is designated to do the job.

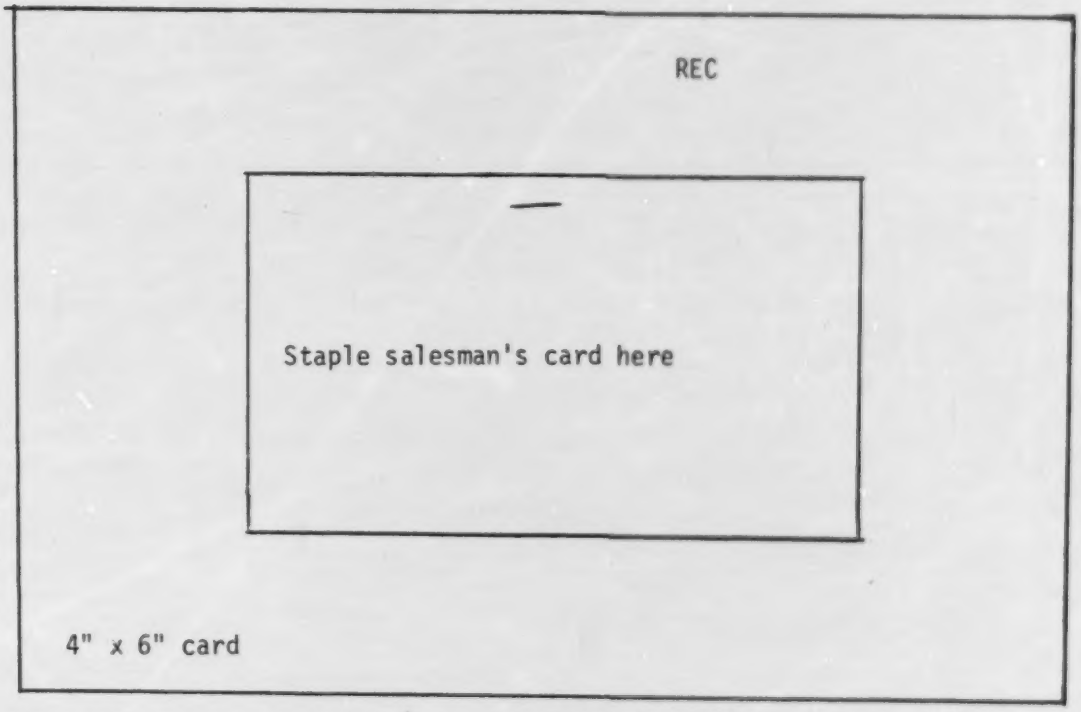
c DISTRIBUTING MAIL

Job assignments and delegations of work that arise as a result of the incoming mail are made by the Director.

301 d ADDRESSES

Daily the secretary places all envelopes from incoming mail in a box on top of the bookcase behind her desk. Every Thursday, aide from Station 3 picks up these empty envelopes and gets Rolodex 1 from check-out counter. She compares the addresses on incoming envelopes to addresses on the Rolodex. If an address has changed it is noted in two places: on the Rolodex card and in the MASTER COPY of the SEIMC Publishers and Suppliers Address List. This master list is kept at the same location as the empty envelopes.

A file of salesmen's cards is kept in top left hand drawer of the secretary's desk for her personal use. The cards are filed alphabetically by company name.



(Indicate company or initials in upper right hand corner of card.)

For every salesman's card in the secretary's desk a card is added to the Rolodex #1 file behind the name of the company the salesman represents. Color code the top edge of the Rolodex card with green marking pen. The Rolodex # 1 file is available for use by all SEIMC staff members. (see 203)

302 OUTGOING MAIL

Secretary checks OUT box on Director's desk four times daily: 8:00 and 10:30 A.M., and 2:00 and 4:15 P.M.

Secretary takes all U.S. (stamped) mail to mail bag daily at 9:00 A.M. Other U. S. mail is given to secretary who takes it to U. S. mail drop in building by 4:20 daily.

Have all circulating envelopes on workroom counter by 8:15 A.M. for pickup daily except Wednesday.

Memos to persons within the building are walked to the main mail desk of the department concerned.

a CHOICE OF ENVELOPES -- circulating or U. S. Postage

Any staff member or project within the St. Paul schools receives regular school delivery. If it is not a RUSH letter, use a circulating, non-postage envelope. (see sample taped to inside door of green cupboard in workroom)

A small white envelope can be typed with the person's name and school and sent school mail. Circulating envelopes need not always be used for school delivery.

Use an 8¢ stamp on a RUSH letter that is going to a St. Paul staff member and send U. S. mail. This insures next day delivery.

Use a small envelope when mailing one sheet. Use the longer white envelope when mailing more than one sheet.

The main stamp supply is kept at secretary's desk with a small quantity at check-out counter. Aide must ask secretary for stamps if they are needed.

b TOTAL MEMBERSHIP DIRECT MAILINGS

When full membership mailings take place, all aides relate to the project until it is completed. Specific tasks are assigned by Director.

Basic steps are:

1. Type stencil and run off copies of the notice.
2. Make copies of address sheets on thermofax labels, tear apart, and sort by zip code into numbered envelopes.
*3. Gather the sheets including the cover sheet.
4. Fold and staple.
5. Attach labels, one zip code area at a time. Count and tie with string and indicate with magic marker on a half-sheet the zip code and number of notices in each pack.
6. Keep a running list of number in each pack so grand total can be made using adding machine.

An assembly line arrangement is used for such a mailing. SEIMC Director will be in charge of setting up your jobs for the <u>first</u> mailing.

During the first mailing of the year, make notes in your procedure book of anything that comes up that you will want to remember for the future.

---

*PROCEDURE FOR COLLATING BOOKLETS

1. Lay out cover, pages in sequential order and backing sheet in circular arrangement around the table.
2. Move around the table picking up one sheet from each pile.
3. Criss-cross these booklet sheets when done.
4. Staple in upper-left corner unless otherwise indicated.
5. Watch for blank sheets and smeared pages. Save them in middle of table for scratch paper.

c ROUTING CATALOGUES (see also 201 d)

This is handled by the secretary at STATION 1. It involves sending all incoming catalogues immediately to a selected group of special education people. They then make recommendations for items they would like to have the SEIMC secure for display, on approval, or purchase.

Catalogues are routed to members of the SEIMC Advisory Council. A list of items sent is kept so that a follow-up telephone call is made if the pack isn't back in six weeks. Routing slips and copies are kept in a file at STATION 1.

d CORRESPONDENCE -- MEMOS

National Cash Register (NCR) memo sets have been printed for use in writing SEIMC memos. No carbon is needed. The Director usually writes or types these memos and mails them directly, when only one copy of memo is needed.

When more than one copy is needed a sheet of bond and copy sets are used. (see 304 for sample letters)

A typing job assignment will always specify MEMO or LETTERHEAD. Memos are used when writing to someone within the St. Paul public schools, or when an informal message is appropriate. Do not use letterhead when a memo will do.

Unless otherwise requested, return all copies of correspondence to IN BOX at Director's desk.

302 OUTGOING MAIL (CONT.)

e CORRESPONDENCE -- LETTERHEAD

When a more formal letter is needed, with complete inside address, letterhead is used. (see 304 for sample letter)

FO = follow-up. This means an extra carbon copy is made and placed in follow-up file at STATION 1. (see also 201 b)

f PACKAGE SHIPMENTS

When it is necessary to mail a box of materials outside the city, secretary takes it to the local branch post office. She takes along postage to affix to the box once it is weighed.

Instructions for shipping something REA are in section 101 a of secretary's OPM.

303 CORRESPONDENCE CLIP

The Director maintains this file. It is a systematic way of filing copies of correspondence. The correspondence clips are in the vertical desk organizer on side of Director's desk. The secretary has access to this file.

304 FORM LETTERS

To save time, some form letters are run off 500 copies at a time. When indicated, get one copy of the appropriate letter, add address, fill in any blanks, address envelope, give to secretary for Director to sign. Form letters are in the general office file in workroom or in green cabinet.

Other form letters vary so much in content that simply the format is copied, original copy is supplied for each letter. In this case, secretary refers to the layout and format of the memo or letter found in this section, and types the letter. It is brought to Director for her signature.

SAMPLES INCLUDED:

a Memorandum

b Formal business letter

c Catalouge letter

d Complimentary sample letter

e Test specimen set letter

f Letter to publishers

g Short term memberships

h Overdue items (first reminder)

i Overdue items (second reminder)

304 a MEMORANDUM

S E I M C
INTER-OFFICE MEMO

	DATE
TO:	
FROM:	Lily-Beth Wahlberg, Director
RE:	

PRINTED SEIMC MEMOS ON NCR (see 800a) PAPER COME IN FULL AND HALF-SHEET SIZES.

304 b FORMAL BUSINESS LETTER

(Letterhead will be used for a formal business letter. It is not reproduced here.)

February 22, 1973

Mr. Charles Wrobel
3300 Century Avenue North
White Bear Lake, Minnesota 55110

Dear Chuck,

There is much interest in the UNI-PACS that were developed last summer by the EMSEC writing team. We have had many requests to see them, but to date SEIMC doesn't have a set. I understand OTC is printing them for you, and that they are being made available as they come off the press.

Would it be possible for SEIMC to get one set of what is presently available to include in our center? We'd really appreciate receiving the rest of the set when it is ready.

Let me know if this will be possible so I have something definite to tell people when they inquire about UNI-PACS.

Thanks, Chuck.

Sincerely,

Lily-Beth Wahlberg
Director

LBW:nr
cc: Gary Hayden
Howard Tolonen
Charles Hagen

304 c CATALOGUE LETTER

Special Education Instructional Materials Center
354 Colborne St. Paul, Minnesota 55102

Gentlemen:

Our Special Education Instructional Materials Center has a complete collection of instructional and professional materials relative to the field of Special Education. We maintain a complete catalogue file and would appreciate receiving your catalogue.

If you have a mailing list for supplying up-to-date catalogues and information about your various materials, please add the SEIMC to your list, using this address:

SEIMC
354 Colborne
St. Paul, Minnesota 55102

Thank you.

Sincerely,

Lily-Beth Wahlberg

Lily-Beth Wahlberg
Director, SEIMC

LBW:nr
10/72 (rev.)

304 d COMPLIMENTARY SAMPLE LETTER

Special Education Instructional Materials Center
354 Colborne Saint Paul, Minnesota 55102

Gentlemen:

As Consultant in Instructional Materials in Special Education, I am interested in maintaining current samples of books and materials to enable me to examine first hand and suggest usage for the pupils involved in our programs.

I would appreciate receiving samples of:

Thank you.

Sincerely,

Lily-Beth Wahlberg

Lily-Beth Wahlberg
Director, SEIMC

LBW:ng

10/72

304 e TEST SPECIMEN LETTER

Special Education Instructional Materials Center
354 Colborne Saint Paul, Minnesota 55102

Gentlemen:

As Consultant in Instructional Materials in Special Education, I am establishing a comprehensive test file as a component of our Special Education Instructional Materials Center.

School administrators, psychologists and special education teachers use this test file in a continuing effort to find the best possible diagnostic tools for their individual situations.

I would appreciate receiving specimen sets of the following:

Thank you for this consideration.

Sincerely,

Lily-Beth Wahlberg

Lily-Beth Wahlberg
Director, SEIMC

LBW:ng

10/72

304 f ORDER LETTER

S E I M C
Special Education Instructional
Materials Center
354 Colborne
Saint Paul, Minnesota 55102

Gentlemen:

We would like to place an order for the following materials:

Quantity	Description	Price

Our order No.

Please ship to: Special Education Instructional
Materials Center
354 Colborne
St. Paul, Minnesota 55102

Please bill us at same address.

We would appreciate your prompt handling of this order as we plan to use these materials the week of

Thank you.

Sincerely,

Lily-Beth Wahlberg

Lily-Beth Wahlberg
Director

LBW:ng
10/72

52

304 g SHORT TERM MEMBERSHIPS

S E I M C
354 Colborne St.
St. Paul, Minn. 55102

Dear

During this past school year you were granted a temporary membership card to SEIMC in St. Paul. This card is due to expire at the end of this school year.

Your membership may be renewed if you are continuing in a special education training program for another year, or will be employed in special education by one of the 18 school districts which we serve.

If you qualify for membership in the '73 - '74 school year, please come to our center after Sept. 10th and a new membership card will be issued.

Sincerely,

Lily-Beth Wahlberg

Lily-Beth Wahlberg
Director

LBW:dh
4/73

304 h OVERDUE ITEMS (FIRST REMINDER)

SPECIAL EDUCATION INSTRUCTIONAL MATERIALS CENTER
354 Colborne St. Paul, Mn 55102 298-5821

ACCORDING TO SEIMC RECORDS THE ITEMS LISTED BELOW WHICH WERE CHECKED OUT IN YOUR NAME HAVE NOT BEEN RETURNED.

WE MUST ASK THAT THESE BE RETURNED WITHIN FIVE (5) DAYS.

SEIMC NUMBER NAME OF ITEM

DETACH AND COMPLETE LOWER HALF OF SHEET. THIS INFORMATION IS NEEDED FOR OUR RECORDS.

I was not able to return the item(s) on time because _____

_____

_____

_____

_____
(SIGNATURE)

4/73 Rev.

304 i OVERDUE ITEMS (SECOND REMINDER)

THE SAINT PAUL PUBLIC SCHOOLS

Independent School District No. 625
Saint Paul, Minnesota

Special Education Instructional Materials Center (SEIMC)
354 Colborne
Saint Paul, Minnesota 55102 PHONE 298-5821

Dear

Our records indicate you still have the following items checked out from the SEIMC.

DATE DUE	ITEM	COST

We realize that materials do get destroyed, lost or stolen. But we'd like to remind you that it is your obligation to contact the SEIMC when this occurs, and either arrange to pay for the item or justify its loss.

Would you please do this for the items listed above. You may use the back of this letter for any explanations you submit.

If our records are incorrect, please indicate so (in writing on the back of this letter) and send in the information, such as when returned, by whom, etc. Occasionally people have returned items to the SEIMC with no indication as to who they're from, when due, etc. With over 3,000 items in circulation it's hard to know whom to credit with such a return.

Please take the time to honor this request. Thank you.

Sincerely,

Lily-Beth Wahlberg
Director

LBW:do
9/71

304 j ROUTING SLIP AND INSTRUCTIONS

ROUTING SLIP GROUP

MONTH _____ CATALOGUES

TO: SCHOOL	NAME	INITIAL	REVIEW DATE	CAT. DESIGN.	PAGE	ITEM(S)

PLEASE FORWARD TO NEXT PERSON.
WHEN COMPLETE RETURN TO SEIMC, 354 Colborne. THANKS.
9/72

INSTRUCTIONS FOR USING ROUTING SLIP

1. In the upper right hand corner of routing slip is your group letter. You will remain in this group all year.

2. Five catalogues are listed numerically with your group letter. Please review each one separately.

3. Upon reviewing the set:

   *initial the routing slip
   *insert date

4. If you find materials you would like to examine (or have us buy) write in:

   *catalogue designation (ex:A1)
   *page number
   *item number or name

5. After you have reviewed the set, check next name on slip and mail in circulating envelope.

6. When set has been reviewed by all people in group, return to SEIMC.

THANK YOU.

Lily-Beth Wahlberg
Director, SEIMC

400 TELEPHONE

401 ANSWERING A CALL

402 TAKING MESSAGES

403 CALLS FOR DIRECTOR

404 REQUESTS FOR MATERIALS

405 ITEM SEARCH

a OTHER SOURCES

406 MAKING CALLS TO TEACHERS

407 STAFF USE OF OFFICE PHONE

408 CALL TABULATION

409 RESERVING SEIMC MEETING ROOMS

4/73 Rev.

401 ANSWERING A CALL

Answer with: "SEIMC -- May I help you."

Many calls are general and relate to hours, check-out procedures, parking, elevator availability, etc. People calling for this information need not speak to the Director. The aide answering the phone will give out the information. Do not transfer calls to the Director unless completely necessary.

By saying "May I help you." you are indicating that you are assigned to the project and that you can handle the question. Don't be afraid to tell the caller that this is your area of responsibility and that you will help them.

If they ask a question and you have to check on the answer for them, take their name and number. Tell them you will call them back with the answer. Do not keep the telephone tied up while you look around for the answer to something. You may:

1. Give an approximate length of time before the return call can be made. Sometimes we simply look up information from a source book, a catalogue, or get it from a file. Othertimes, it may be necessary to seek out the information or wait until the Director is available or back in town.

2. Ask if client will be at the phone for 10 - 15 minutes or "What will be the most convenient time for you to accept our return call?" unless message is to be left at school office. (see 406)

There are 200 incoming telephone calls monthly. The line is to be kept open when at all possible.

Think first. If you cannot solve the problem, or if the call is for a particular person, transfer the call.

4/73 Rev.

402 TAKING MESSAGES

Regulation message pads must be by each telephone. Complete every item and check the appropriate box. Briefly summarize the message. If the person is reluctant to leave a message, there is nothing you can do. I prefer to have some idea of what they want. Be sure to get at least a name and telephone number. Then initial the message slip on the bottom line.

MESSAGES ARE TO BE PUT IN MIDDLE OF DIRECTOR'S DESK. DO NOT PUT THEM IN THE IN-COMING MAIL BOX.

At the end of message, read it back and repeat the telephone number, and verify spelling of the person's name, so there is no mistake.

It is very important to date the message slips and include the time of the call.

403 CALLS FOR DIRECTOR

(see 401 and 402)

There are times when I am at my desk but am not taking calls. These times might be:

15 minutes prior to a meeting scheduled for SEIMC
when I am timing a speech
when I am writing a report
when I am already on a phone call that will last some time
when I am in conference
others

At these times you might say: "Miss Wahlberg isn't taking calls just now. She is _____."
timing a speech, or whatever

Find out what they want. If you can handle it, do so!

Other pattern sentences you might find useful include:

MISS WAHLBERG IS DOWN IN THE CHILD DEVELOPMENT CENTER JUST NOW. MAY I HELP YOU?

.....IS ELSEWHERE IN THE BUILDING

.....HAS STEPPED OUT OF THE OFFICE FOR A FEW MINUTES

.....IS AT AN APPOINTMENT THIS MORNING OR AFTERNOON

.....IS NOT IN THE OFFICE BUT WILL BE CALLING IN FOR MESSAGES

.....IS CONDUCTING AN IN-SERVICE JUST NOW

If I am ever working at home, the secretary will know this. I do not take calls at home except in an emergency situation. Generally, I call in for messages. When I am working at home it is with the approval of the Director of Special Education. On such occasions transfer my incoming calls to the secretary.

When Director is in the office transfer calls directly, it is not necessary to walk back and ask if I want to take the call or tell who is on the line. If I don't want to receive calls for some reason it's my responsibility to tell you. You need not check with me.

404 REQUESTS FOR MATERIALS

The request file is for highly popular items for which there is a demand. Request cards are 4" x 6", filed alphabetically by the title of the item. In preparing a request card, type the heading -- including title of item and its accession number. Write in the information: date requested, name of person, school and phone number.

There is sometimes a distinguishing red circle on the request items. As they are returned to SEIMC, always check the request file before reshelving the item with the red dot.

Teacher requests for materials come in person and by phone. The procedures differ slightly.

1. In person -- there are quarter-sheet request slips on the counter. Teacher completes the form and turns it in at check-out desk. If they are interested, check the request file and tell how many names are already on the sign-up list for that particular item. Transfer information to the request card as soon as there is time.

2. By phone -- on a sheet of paper write down the person's name, school, phone number and date of the call. Check the request file and tell how many names are ahead of his on the list.

In both cases say you will call them when the item is available. It will be held for five days for pickup, then returned to the shelf. (see 606a) If requested, special arrangements can be made by secretary to have bulky items delivered to St. Paul schools by the storehouse truck.

4/73 Rev.

405 ITEM SEARCH

AN ITEM SEARCH IS USED TO FIND AN SEIMC ITEM WITHOUT KNOWING THE ACCESSION NUMBER OR IN CHECKING TO SEE IF SEIMC OWNS A PARTICULAR ITEM.

People frequently call to ask if a particular item is owned by SEIMC, and if it is on the shelf. Do not tie up the telephone, but get the following information and return the call after looking it up. (see 406)

*1. Complete title

2. Author

*3. Publisher

4. Description (book, TD, etc.)

5. Category (AR, RR, PM, etc.)

---

*must know to make thorough search

Places to check:

1. Card catalogue (entries are under author and title)

2. Publisher's catalogue. Do you recognize the picture or description? See how it is classified.

3. Directory and supplements. Check under the subject category to find the accession number.

4. Accession book-- will show what shelf to look on.

5. Shelf. Determine if item is in SEIMC. Make out request for it if item is checked out.

Use # 1 - 3 above in checking to see if SEIMC owns a particular item.

Use # 1 - 5 above in checking to see if an owned item is on the shelf.

405 a OTHER SOURCES

If SEIMC has no record of a particular item even existing, it still may be possible to get publisher, author or title information. Numbers to call for help are:

1. Minnesota State Department Public Library Section 296-2821
2. University of Minnesota SEIIL 373-9784 (see 800a)
3. Downtown Library Reference Room 224-3383

If you call on client's behalf, identify yourself as calling from SEIMC, and proceed with questions. You may give out these numbers to persons seeking help in locating books or other publisher material if they prefer to do the calling.

Turn in to Director on intra-office form the results of your search, the name of teacher, what information you have on the item. It becomes a "suggested purchase", and may possibly be bought by SEIMC.

406 MAKING CALLS TO TEACHERS

When you call a school DO NOT ASK to speak to the teacher. Generally their classroom is no where near the office, and they must be interrupted from teaching to come to the phone. LEAVE THE MESSAGE. Say:

"I'm calling from the SEIMC. Would you please take a message for (state name). The kit that was requested can be picked up this week. It will be held for five days, and then returned to the shelf."

OR

"Would you please take a message for (state name). I'm calling from the SEIMC. The kit that he requested is not available until next month. When it is here and ready for him to use, I'll call back and leave the message for him to pick it up."

If you are helping a particular client, give him your first name. This way, in the event he finds it necessary to call you back, he knows which staff member to ask for.

407 STAFF USE OF TELEPHONE

This is a business phone and the SEIMC is here to serve teachers. If you must make calls, limit them to two minutes. Outgoing calls should relate to SEIMC business.

408 CALL TABULATION

Beside every telephone is a monthly calendar on which you tally both incoming and outgoing calls. Secretary changes calendars and total sheets monthly. This is important data for SEIMC yearly reports.

4/73 Rev.

409 RESERVING SEIMC MEETING ROOMS

(see also 101 e)

The large conference room is available for use by special education groups and other education related groups. The smaller library area may also be used for groups of no more than twenty (20).

A room sign-up calendar is kept at the check-out counter and any group wishing to use the room must call to see if it is available. Record the following information on the day requested:

1. Name of group reserving room.
2. Person heading meeting and his office phone number.
3. Time needed (8:00 - 12:00)
4. Number expected to attend (circle numbers). Ex: (45)
5. Indicate which room was assigned: APR (All Purpose Room) or Library.

Do not overlap meetings. Allow 30 minutes between them if large groups are involved. If all available rooms are scheduled for a particular date and another group wants the room, the name of the first person reserving the room is NOT to be given out. If any questions arise as to priority, etc., refer them to Director.

4/73 Rev.

500 MATERIALS ACQUISITION

501 ORDERING

a FOLLOW-UP

b BACK ORDER

502 RECEIVING

503 PAYMENT

504 PROCESSING MATERIALS

a CATALOGUING TESTS

505 CARD CATALOGUE

506 COMPLIMENTARY COPIES

507 ON APPROVAL/DISPLAY

a FORM FOR MATERIALS ON DISPLAY

501 ORDERING

Ordering of materials is handled at STATION 1.

Materials are ordered by form letter or purchase requisition (P.R.). A form letter is used if the amount does not exceed $100. (see 304) Letter is signed by Director and mailed.

A purchase requisition is used for orders in excess of $100. The P.R. is signed by SEIMC Director and sent to office of St. Paul Director of Special Education.

A copy of each order is sent to the accountant in the business office designated to handle SEIMC accounts. It needs no signature on it and does not go to office of Director of Special Education.

a FOLLOW-UP

If materials have not arrived four weeks after ordering date, secretary sends a follow-up letter. (see 304)* When you get an answer, record any information on the office copy of the order, date and initial it.

Whenever a follow-up is made, whether by letter or telephone, record that fact -- brief summary of content, initials and date on original order sheet.

b BACK ORDERS

A company may not have everything we order in stock. They will send what they have and "back order" the rest. This means our order is not complete. We can not process it for payment until every item has arrived.

The company notifies us on the packing slip that items have been back ordered (B.O.). If they haven't arrived within four weeks, a BACK ORDER INFORMATION REQUEST FORM LETTER is sent. (see 304)*

Follow-up and back order letters are handled by STATION 1.

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* These form letters are in the secretary's expanded OPM.

502 RECEIVING MATERIALS

SEIMC shipments are received in the workroom. The packing slip is immediately taken off the box and turned in to STATION 1. It is usually in a small plastic envelope taped to the outside of the box. Packing slips are put into the requisition notebook behind the copy of the order. PACKING SLIPS ARE IMPORTANT AND MUST BE SENT TO THE BUSINESS OFFICE FOR PAYMENT TO BE ISSUED.

Put a pencil checkmark after each item on the office copy of the purchase requisition or order letter as items are checked in. Check quantity, titles and descriptions carefully. Any errors in the shipment must be corrected immediately.

In the P.R. notebook, put the purchase orders in after each yellow P.R. They stick out until all items have been delivered and checked off.

503 PAYMENT FOR MATERIALS

Refer all calls for payment to the secretary.

The SEIMC issues no checks. All bills are paid by the St. Paul school system business office.

SEIMC initiates payment in two ways, by:

1. submitting a signed Purchase Order (P.O.). For items ordered by Purchase Requisition a P.O. is sent by business office to SEIMC. The P.O. is signed by secretary and Director, dated and returned to business office.

   Record the P.O. number and date signed and sent to the business office on SEIMC copy of the P.R.

2. submitting a signed Pay Voucher. Items totaling less than $100 are ordered by letter. The invoice that accompanies the items is attached to a Pay Voucher that is prepared describing the shipment. It is signed by SEIMC Director and sent to the requisition office.

Payment for materials is handled at STATION 1.

504 PROCESSING MATERIALS

(More specific instructions are available at STATION 6)

Steps in processing SEIMC materials:

1. Rubber stamp each book inside both covers and put SEIMC gummed label on cover in lower left corner, 1/2" from bottom of cover. Position label in lower left corner of kit cover as well.

2. Write accession card that includes:

   author, title, city published, company, (local outlet in paren.), copyright date.

   # of pages, illus., photos, etc. Include brief, concise description of the item, intended use, age of students, level of difficulty if reading material.

   Card then receives the accession number and subject area coding.

SAMPLE HANDWRITTEN ACCESSION CARD

GU	Bellmar, et al	86
	About Growing Up Circle Pines, MN AGS 1964	
	266 p. photos. Emphasizes self management and quirks young teenagers.	
4661 (2 parts)	12/70	2.55 TE 1.10

4/73 Rev.

3. Price is marked in upper right hand corner of item, or in case of non-book item, somewhere near label.

4. Labels are typed for the item or for any part of a kit. Each item in a kit is labeled so that lost items can be returned easily to the proper kit.

a. Maintain a block style at left edge of label.

b. Center typing.

c. It may be necessary to prepare 20 identical labels if the kit has that many components. On books or flat items this label is placed in lower left corner of item beneath the SEIMC gummed sticker. It is covered with wide transparent library tape. Take care to keep from smudging typed label before tape is applied.

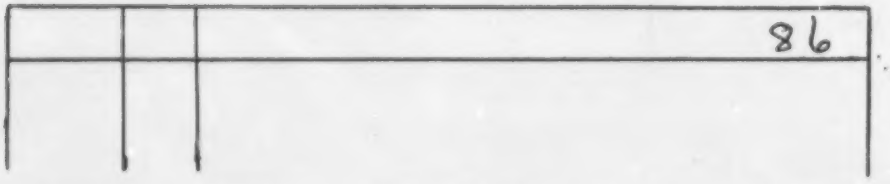
5. A shelf number is assigned to each item. The number is recorded in three places:

a. accession card

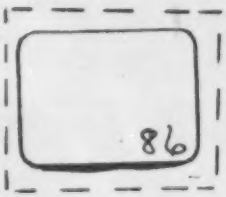
b. label

c. accession book

a.



Shelf number is indicated in pencil in upper right hand corner of accession card.

5. b. 

After label has been covered with tape, pencil in the shelf number in lower ~~left~~ right corner of label. This makes for easy reshelving.

c.

86 4613

In the one line in the accession book allotted to the item, pencil in the shelf number before the accession number.

Accession books are kept current and stored at front check-out counter.

6. After listing in the accession book, the accession card is kept at STATION 5 for inclusion in the next materials supplement.

A materials supplement is published every three months and includes a listing of all materials and items added to the SEIMC collection during that period.

A materials directory is published once every two years.

7. Two cards are typed and filed immediately in the card catalogue.

The author card is filed alphabetically by last name. The title card alphabetically by first word in title. (disregard a, an, the in filing title cards)

A placard will be on the card catalogue that states:

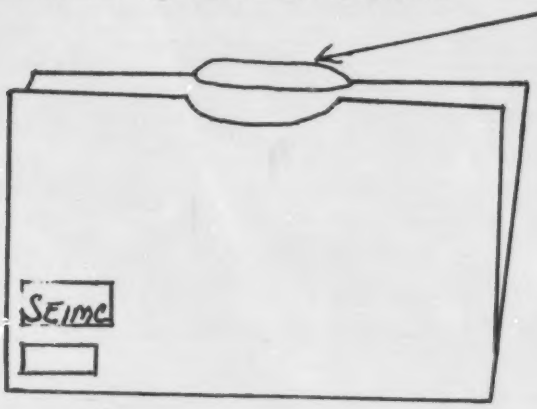
COMPLETE ENTRY FOR ANY ITEM
IS FOUND ON THE AUTHOR CARD

504 PROCESSING MATERIALS (CONT.)

a CATALOGING TESTS

A description card needs to be prepared on each one. Treat it like a book -- author on top line, city, publisher, date. For the description copy what the publisher says it is testing.

Prices and descriptions can be found in the testing catalogues in the test file drawer by check-out counter.



Type a label with name of test in caps on top line, author on second.

In order to keep the test file uniform, please do the following:

place small typed tag in lowest left-hand corner.

place SEIMC sticker above that.

The tests, brochures and additional information that may be inside the file folder must each be stamped with the SEIMC rubber stamp.

Take the items out of their plastic bags in order to stamp each separate item. Return them to the plastic bag and place back in the file folder. Also label each component of the folder with the number of the test so separated items can get back together.

4/73 Rev.

505 CARD CATALOGUE

The card catalogue contains two 3" x 5" cards typed in Elite for every item in SEIMC: an author card and a title card. There is no subject card entry, for items are shelved by subject and listed in directory and supplements by subject.

a. Author card -- this card is the main entry. Publisher information, city, description -- everything will go on the author card. Also include shelf location in pencil. (see 504.4)

GU	Bellmar, et al	86
	About Growing Up Circle Pines, Minn. AGS 1964 266 pp. photos. Emphasizes self-management and guides young teenagers.	
4661 (2 parts)	12/70	2.55 T.E. 1.10

b. Title card -- this will have only: Title, author, accession number, parts, number of copies, price and shelf location in pencil in upper right corner.

GU		About Growing Up 86
	Bellmar, et al SEE AUTHOR CARD	
4661 (2 parts)	12/70	2.55 T.E. 1.10

506 COMPLIMENTARY COPIES

Follow the same steps with complimentary copies that you did in processing materials purchased by SEIMC. (see 504)

507 ITEMS ON APPROVAL OR DISPLAY

These items ARE NOT STAMPED OR LABELED in any way as they do not belong to the SEIMC.

A notebook is maintained of items coming into the SEIMC on an approval basis, date of receipt, name of item, company, price, are all noted. SEIMC is billed by the company if items aren't returned within 30 days. For this reason it is important that the notebook of items on approval is reviewed weekly.

Secretary notifies Director in writing seven days before the approval period runs out. Include the company's name and address on the approval reminder note. This gives the Director all the information needed to write a quick letter to the company telling them that we are either returning the item, or that we are keeping it.

Items in SEIMC on approval are frequently checked out by members of the Advisory Council at their monthly meeting. Other approval items are set up on display near the check-out counter. Teachers viewing materials on display, or trying out materials on approval complete a half sheet evaluation form. (see 507 a)

507 a FORM FOR MATERIALS ON DISPLAY

SEIMC
MATERIALS ON DISPLAY

_____
(date of display)

The materials you see here are in SEIMC for a period of display. Please give your ideas and comments on whether you feel they are appropriate for SEIMC to purchase.

1. I would like SEIMC to buy them. Yes _____ No _____

2. I work with _____ students
(specify: EMR, speech impaired, etc.)

at this level _____ pre-school _____ jr. - sr. high

_____ elementary _____ adult

3. I'd like to use the material if SEIMC does buy. Yes _____ No _____

_____ _____
(date) (Optional Signature)

4/73 Rev.

600 MATERIALS UTILIZATION

601 CHECK-OUT OF MATERIALS

a STEPS TAKEN AT CHECK-OUT COUNTER

b LENGTH OF CHECKOUT

c YEAREND DATE FOR RETURN OF ALL MATERIALS

602 RETURN OF MATERIALS

603 OVERDUE ITEMS

a REPLACEMENT OF LOST ITEMS

604 ITEM USER TALLY

605 USER TALLY

a VISITORS TO SEIMC

606 REQUESTS

a WILL CALL

607 INVENTORY

a STEPS TAKEN IN INVENTORY

b EQUIPMENT

c REPAIR

d DISCARD

608 RENEWAL

609 RESHELVING ITEMS

a CHECKING AT COUNTER

b RESHELVING IN CENTER

c BATTERIES

4/73 Rev.

601 CHECK-OUT OF MATERIALS

Before completing check-out look to see if client already has a check-out slip in the file. Persons are not to have more than 10 items out any month. Some teachers come in every week and expect to be able to check out 10 items each time. This would be 40 for the month and it is against the operating rules of the SEIMC.

There is a four-week check-out period. (see 601 b). As mentioned, there is a limit of ten items. An exception to this is when a teacher checks out multiple copies of the same book. They are counted as <u>one</u> item. Five parts of one kit are also counted as <u>one</u> item. Any other exception must be OK'ed by Director.

Check-out slips are provided that make an original and two copies. They are printed on NCR paper (see 800 a) and need no carbon paper.

Teacher fills out check-out slip BEFORE bringing it to check-out desk, and has blue membership card out.

The following page outlines the steps to be taken at the check-out counter, by the aides, when a teacher has brought materials and check-out slip for processing. (see 601 a)

601 a STEPS TAKEN AT CHECK-OUT COUNTER

1. Compare items with the check-out slip. Correct any errors. Put a check mark (✓) directly after each accession number to show it has been checked by you.

   Indicate number of parts of any one item by putting number in circle after title.

   EX. (4) = all 4 parts of kit taken by teacher

   2 of 2 = only the second part of two was checked out

   1 of 3 = only the first part of three was checked out

   Complete top of check-out slip. District number is in upper right hand corner of blue membership card.

2. Fill in date checked out and date due. Date due is always four weeks from date checked out. If a holiday falls during the check-out period, give credit and extend the date due accordingly. Friday is never listed as a due date.

3. Separate the check-out slip. Tear off back pink copy and give to teacher. Explain that no reminder will be sent, it's his responsibility to get items back on time. (see 603)

   Set white and yellow sheets aside until they can be filed.

   * The original white copy of the check-out slip is filed alphabetically by the last name of the teacher.

   * The yellow copy is filed numerically by date due. Every day aides at check-out counter look through the slips for the people expected in SEIMC for THAT day to return materials.

4. Mark the district tally sheet taped to the check-out counter. The client's district number is on the top section of check-out slip. The tally can take place either as client is right at counter or at end of day, before white and yellow slips are filed away.

601 b LENGTH OF CHECK-OUT

1. Four weeks is length of check-out. One renewal is usually possible. (see 608)
2. Items available for longer periods of check-out must be written up on separate check-out slips. These include:

   a. EPDA materials. (see 105 d and 800 a) These materials, coded with a bright yellow circle go out for year-long check-out. A check-out sheet for these materials is used.

   b. Three month items. These are generally items owned in quantity.
      Morgan Bay and Deep Sea Mystery stories
      Peabody Language Development Kits
      Cyclo-Teacher Kits
      ITPA Kits (see 800 a)
      Perceptual-Motor kits assembled at SEIMC

c YEAREND DATE FOR RETURN OF ALL MATERIALS

The last week in May is designated for return of all items. (Generally there is no check-out after May 15, for it would be for only a period of 10 days, although it is still possible.)

If a teacher must continue using materials beyond the end of May, the Director's permission must be secured.

4/73 Rev.

602 RETURN OF MATERIALS

1. Teacher returning materials must wait at counter unless he wishes to browse in SEIMC. Pull the original (white) copy of check-out slip from alphabetical file and yellow copy from date file.

2. Work item-by-item and cross out <u>title only</u> of each item returned. Do not cross out accession number.

3. Circle titles of items not returned and call immediately to attention of teacher. Return check-out slip to alphabetical file if there are still items due.

4. Check kits for missing parts -- manual, filmstrips, etc., and make note on check-out slip and tell teacher.

If several teachers come to return materials at one time the yellow copy of check-out slip is put with materials on a refiling shelf behind check-out counter after items are checked on white slip. When time allows items are checked for missing parts before reshelving.

In checking the kits, if you find missing items and the teacher has already left the SEIMC, phone the school and leave the message for the teacher that all items were not returned. Send out the ditto sheet reminder listing missing parts and/or overdue items if the phone call didn't bring them in. (see 304) Teacher responds on lower half of sheet with explanation of why materials have not been returned on time.

4/73 Rev.

5. Put returned materials on shelves behind counter to be taken to main shelves as soon as possible.

6. Put white copy aside for later usage tally only if all items have been returned. If any item is to be renewed or if an item was not returned, both white and yellow slips must be returned to the alphabetical and date files.

603 OVERDUE ITEMS

A separate file is maintained for check-out slips with overdue items. They are filed alphabetically by client's last name.

Procedure for getting overdue items returned to SEIMC is as follows:

1. The day after items are due aide calls school of teacher leaving a message that items checked out from SEIMC are overdue. Call is noted on white copy of check-out slip. (C 9/14/72).

2. If no response is received in five school days after call, aide sends a dittoed note (see 304 h) listing items past due and noting it also on check-out slip. (N 9/21/72). The lower half of this form is to be completed by teacher and returned to SEIMC.

3. If there is still no response a lost or stolen item form letter (see 304 i) is sent five school days after note was sent. It is also noted on check-out slip. (L 9/28/72).

4. The teacher should have responded by this time. If there has been no attempt on part of teacher to renew or return item, or explain the circumstances, use the intra-office form, briefly describe situation, attach check-out slip, and give to secretary to bring to Director.

603 a REPLACEMENT OF LOST ITEMS

When a client notifies the SEIMC that an item has been lost or is damaged beyond repair, the Director is notified in writing. The replacement charge is figured based on:

1. original cost of item
2. current cost
3. length of time item has been in SEIMC
4. number of times it has been checked out
5. circumstances of loss

A formal business letter is sent by Director to client requesting payment. All copies of check-out slips and letters relating to the lost item are stapled together behind the original check-out slip and are kept in the overdue file a check-out counter.

Re-ordering of the lost item is usually handled by the SEIMC, not the individual client. A check for the amount due is made payable to SEIMC and is given to the Director who arranges to deposit it in the operating budget account. Under no circumstances does client make check out to the publishing company unless he intends to handle the ordering of the item himself.

604 ITEM USAGE TALLY

There are notebooks in which there is a number for each item in the SEIMC. These notebooks are used to record usage -- the number of times any one year a specific item is used.

After all items on a check-out slip have been returned, aide at STATION 5 puts slips in a designated place in cupboard to be picked up every Wednesday by aide at STATION 3 who then proceeds with tally.

1. Put a tally mark in the notebook for every item on the check-out slips. ~~HH~~
2. Place a check (✓) in front of each accession number on the white check-out slip as you tally it. This makes it easy to see which slips you have already tallied.
3. Put a check in upper righthand corner of slip when you have tallied all items.
4. At this point proceed with USER TALLY.

The following is done once a year:

Draw a vertical colored line on each sheet of tally notebooks by July 31. The new tally year begins August 1.

4/73 Rev.

605 USER TALLY

It is necessary to know how many people from each of the 18 east metropolitan school districts check out materials from the SEIMC each month.

There are two types of user tally:

1. daily by district as clients check-out materials at counter

2. individually by names of client <u>after</u> white copy of check-out slip has been processed for item usage tally. (see 604)

1. Daily User Tally -- (see 601 a.4)

   This tally sheet runs for one month at which time the sheet at the check-out counter is changed. Secretary totals the usage figures and adds them to the original statistic sheet in Director's office in folder marked: ORIGINALS -- STATISTICS. A clean sheet is taped to the counter for next month's district user tally.

2. Every Wednesday STATION 3 aide picks up the white check-out slips from designated place at check-out counter (see also 604) and proceeds with individual user tally that is recorded on the back of the 4 x 6" green registration card. This usage tally is handled by STATION 3 <u>after</u> she has processed the white check-out slips for the usage tally.

   This user tally will record the dates on which a client uses SEIMC check-out privileges during the school year.

(back of green registration card)

1971-72 Sept 5-72 Oct 11-72 Jan 15-72 etc.			
1972-73			

1. Rule off with pencil into four equal columns
2. Every August write in new school year
3. List actual client check-out dates
4. Draw line across column before beginning the next school year

605 a VISITORS TO SEIMC

There are two notebooks maintained for non-member visitors to the SEIMC.

1. Visitor notebook
2. Salesman notebook

Both are kept at the check-out counter.

Visitors to SEIMC other than the members, special education teachers from the east metropolitan districts, are to register in the visitor notebook. These may be other educators from those same districts; administrators and supervisors; out-of-town and out-of-state visitors; state department personnel; and others. They register by date, name, agency/school, city and state, and brief purpose of visit.

A salesman must register when he comes in, whether it's for a scheduled appointment with Director or just a "drop-in". He signs in with: date, name and company. Do not staple his card into this notebook, as the book will get too bulky. Ask him to be seated and bring his card to Director. Salesmen should not walk back to Director's office without first having signed in at front counter.

A salesman who just drops in runs the risk of not being able to talk to the Director. The preferred arrangement is for him to call and make an appointment. Either way, he signs in once he is here.

Visitors to the SEIMC who enter from the opposite direction will go to counter to sign in.

Every individual in a group should sign in if they are from different districts, projects or schools. One spokesman for the group may sign in for all names if they are from the same school. After the first name indicate the total number in the group by circling the numeral, ex: (7).

4/73 Rev.

606 REQUESTS

(see 404)

a WILL CALL

A section of the shelving behind the check-out counter is reserved for items that will be picked up by a teacher. Items are held for five days. After that time they are returned to the open shelves.

Attach a slip of paper to the will call item as it is placed on the shelf. Include: teacher's name and date of first phone call to school. On the fourth day of the five days the material is held, recall the school and state the same message, but that it will be held for only one more day for the particular teacher. Add that date to slip.

If an item is taken from the will call shelf and returned to open shelving, the request card must be marked accordingly. Write in the two dates of the calls to the school. Then cross out that person's name and call the next person on the request card if there is one.

If someone calls back and says they can't get in for two weeks, do not hold the item. Return it to the open shelf, but say that it may still be here in two weeks. If they'd like to call before coming to the SEIMC you'll be glad to tell them if the item is available.

607 INVENTORY

A yearly inventory of materials is conducted in June and July. This is the only time that all items belonging to the SEIMC are in the Center.

Steps taken in inventory:

1. Arrange shelf cards in numerical order according to shelf number.

2. Arrange items on shelf in numerical order.

3. Compare cards to items on shelf.

4. Mark cards next to the accession number of the item that is missing:

   M72 == missing in 1972 during summer inventory

5. Erase the missing note from previous year if the once lost item is back on the shelf. Correct both accession card and book.

6. Record shelf-by-shelf the title and number of an item that doesn't have a card. Make new card after checking the pack of extra cards. Write Dup. 8/73 on top edge of card to indicate date duplicate card was made.

7. Shelves are numbered consecutively. This means you must be certain that the pencil notation on the item and the shelf number in upper-right hand corner of the card correspond to the shelf number that is on the shelf. Items may be assigned to new shelves but the change must be noted on item, accession card and book, and the card must then be filed in its <u>new</u> shelf number.

8. During inventory a check on the condition of component items in kits should also be made. Items missing should be listed on outside of box and any damaged or missing parts should be noted. Pull supplier's catalogue and indicate items which are missing on page where kit is listed. Mark pages so notated, with paper clip on top of page and turn in catalogue to Director who will direct secretary to order replacements. Kit components frequently missing or damaged may include: filmstrips, cassettes, teacher's manual, workbooks.

9. If an item is not located during the academic year, state this information on the accession card and note it in the accession book.

   Indicate: M 10/72 = missing in October 1972

   An "M" with just the year means it was found to be missing during <u>summer</u> inventory.

4/73 Rev.

607 b EQUIPMENT

A folder in the business drawer in workroom by secretary's desk has all equipment warranty cards and instruction manuals for the machines. Lists of serial numbers are recorded there. Some equipment (EQ) at SEIMC is available for check-out. It is kept in the workroom, but a book of 8 x 10" black and white photos on display in the SEIMC show equipment that is available. Any aide may bring equipment forward to be checked out if it has the SEIMC sticker, a painted SEIMC stencil, and an accession number. Pieces of equipment that are not labeled in this way are not to be checked out without the Director's consent.

c The school truck will take audio-visual machines to the school storehouse for repair. Other items have to be returned to the manufacturer.

STATION 1 handles repair orders.

The aides working at check-out counter (STATIONS 4 and 5) repair kits and boxes of materials. This may be taping a carton corner with heavy duty tape, re-taping a turnback lid so it stays on, taping on a loose cover on a manual, tightening a screw, etc. Tape is on dispenser at check-out counter. Transparent mending tape is used for torn pages, heavy duty tape (with fiber threads) for carton repairs. A collection of basic tools is in the green cupboard in workroom.

607 d DISCARD

Shelf life of an SEIMC item is from 3 - 5 years. Discard items are never burned, but are given away to teachers.

Be on the lookout for an item that you think is ready for discard. Make a brief note about it and turn in the note and item to the secretary who will bring it to the Director who will then direct aide to proceed with the following steps:

1. Mark out the accession label and SEIMC label with black magic marker.

2. Inside book cover or box lid cross out rubber stamp and write in ink: DISCARD 9/72 (use month and year of discard)

3. Mark in accession book under "Remarks" Discard 9/72. You can draw a line with arrow to indicate discard of a series.

4. Print a large "D" across the accession card and put into the stack of DISCARD cards that are kept in accession card file. Discard items are printed in the material supplements.

Director will determine if a discard item is to be reordered.

1. Has material been purchased by many special education classes, therefore, few will still need to borrow this item from SEIMC.
2. Are sufficient copies on the SEIMC shelf to meet anticipated needs?

An item that is to be reordered will keep the same accession number as the discarded one unless item is revised. A note is made in remark column in accession book "Reordered 4/73" if appropriate.

4/73 Rev.

608 RENEWAL

(Check 601 for items available on long term check-out)

Steps in renewal of materials:

1. Pull both check-out slips from file.

2. Check titles of each item to be renewed against the request file (see 404). If a request is on file the item MUST be returned. If there is no request, item(s) may be renewed once.

3. Draw a line through date on both check-out slips and write in the new due date above.

4. Slips are once again filed: white alphabetically and yellow under new due date.

5. A second renewal of materials is possible only if approved by Director.

4/73 Rev.

609 RESHELVING ITEMS

a CHECKING AT COUNTER

(see also 602)

Before reshelving the kit contents are checked for any missing items. If contents are not listed on front (top) of box a label is made and affixed to item.

ex: 6 cassettes 3 fs 1 guide or if necessary

1 fs missing

b RESHELVING IN CENTER

After the items have been checked they are put back on the shelf number shown in the lower right hand corner of accession label. They are filed on the shelf by category, shown by first two letters on accession label, then by the accession number which follows.

c BATTERIES

Items containing batteries are opened and batteries removed. (see 205 b)

700 MEMBERSHIP

701 MEMBERSHIP CATEGORIES -- A AND B

702 TERMINAL (ONE YEAR) MEMBERSHIP

703 REGISTRATION CARD

a OBLIGATIONS OF MEMBERSHIP

704 MEMBERSHIP CARD

705 INELIGIBLE MEMBERS

706 CANCELLATION

707 MAILING LISTS

708 DEATH OF MEMBER

701 ELIGIBLE MEMBERS

As of September 1972 all persons using the SEIMC must re-register for membership. There will be two categories of membership -- A and B.

A and B people must work within the east metropolitan school districts. Show them the chart and ask them which district they're in. (see 800) Their membership automatically renews each fall.

SEIMC MEMBERSHIP CATEGORIES A = blue card b = white card

A = certified special education personnel and other persons working within the east metropolitan region in schools and programs devoted to the training and education of handicapped children and youth. Aides are not eligible for membership. They use materials checked out by the teacher for whom they work. "A" privileges include browsing, notice of displays, workshops, demos, and four-week check-out of SEIMC materials. (see 707)

B = non-special education personnel: administrators, regular classroom teachers, pre-school workers -- persons concerned with special education methods and materials but not working exclusively with handicapped children, but within the east metropolitan region. "B" privileges DO NOT INCLUDE CHECK-OUT but do include browsing and notice of displays and demos. (see 707)

No one outside the east metropolitan region is eligible for category A or B.

4/73 Rev.

702 TERMINAL (ONE YEAR) MEMBERSHIP

These memberships may be granted to students in special education training programs in college or universities within our region, including the University of Minnesota.

Every year in May these registration cards are pulled and a form letter sent that terminates their membership unless they are:

1. remaining in training program for 1 more year.
2. being employed in special education by one of our eighteen districts.

Such one-year registration cards are distinguished in the A - Z file by a gummed red circle over the top of the card.

4/73 Rev.

703 REGISTRATION CARD

The green registration card is filled out by each person in the east metropolitan district eligible for membership. Direct prospective members to the registration table to complete the green card. They return with it to the check-out counter. Aide processes them for "A" or "B" membership. If there is a question, consult the Director.

Registration cards must be complete. It is the teacher's responsibility to phone SEIMC with the additional information if unable to complete the card on registration day.

Proceed:

1. Aide determines A or B category and records letter in upper right hand corner of green registration card.

2. Aide writes name of applicant into registration notebook beside next number to be assigned. Record also school district. Notebook is kept at STATION 5.

3. Date notebook once for all cards you write on any one day. There is no need to date each entry.

4. Proceed to issue membership card. (see 704)

5. Green card is put into back of file drawer until added to membership address list, after which it is filed alphabetically into A - Z file.

Each fall when clients are beginning to use SEIMC again, ask them if their registration card needs updating. During the year changes in address, phone number, job assignment and name should be reported to SEIMC.

a OBLIGATIONS OF MEMBERSHIP

A rubber stamped statement is signed by new members. Each member checking out materials must read the statement and agree to it.

I hereby assume all responsibility connected with SEIMC privileges: prompt return of items and responsibility for replacement of lost and/or damaged items.

_____ _____

(date) (signature)

This statement is rubber stamped on the back of the registration card.

4/73 Rev

704 MEMBERSHIP CARD

Aide completes blue or white membership card with the name, SEIMC number and date issued. Do not include the day of the month. Don't use a comma in the date.

Ex: September 1972

Turn it over. Member will be asked if he understands the meaning and purpose of:

1. the A or B designation
2. membership privileges
3. materials check-out

705 INELIGIBLE MEMBERS

Unless decided upon by Director, persons who work outside the east metropolitan region are ineligible for membership. These people may still visit the SEIMC and look at materials. They will not be issued a card or placed on a mailing list.

706 CANCELLATION OF MEMBERSHIP

Any cancellation of existing membership in SEIMC is handled by Director. If person being cancelled has items checked out, Director sends a personal letter to member with copies to principal and supervisor recalling materials.

Possible reasons for cancellation:

abusing check-out privileges

consistent damage of material/equipment

loss of materials

non-payment of fines should fines ever be instituted

707 MAILING LISTS

There are several mailing lists kept at STATION 1

1. home addresses of 35 members of SEIMC Advisory Council
2. school addresses of same
3. school addresses for all schools in the 18 cooperating school districts. Flyers and notices of coming events are sent to schools, not individuals. Bold rubber stamps help direct the mail to special education personnel in each building, and flyer is eventually posted.
4. Membership mailing list. An alphabetical mailing list of total SEIMC membership is maintained. This list is updated every few weeks from the new registration cards at STATION 5 (see 703.5). Whenever a new sheet of names is complete a copy is sent to:
    1. Regional SEIMC, Madison, Wisconsin
    2. Editor of Minnesota CEC Newsletter

Complete addresses are on Rolodex #2 at secretary's desk.

708 DEATH OF A MEMBER

When word is received that a member has died follow this procedure:

1. Verify with personnel office of appropriate school district.
2. Pull green membership card and boldly write diagonally across it: DECEASED and date and initial it.
3. Determine if person has any items checked out in his name. If so, make a copy of check out slip at Xerox machine, clip green card to front of it and bring it to Director. Director will send a personal letter to principal of the school and make arrangements to have materials returned to SEIMC.
4. Director will send a note to each work station in SEIMC notifying staff.
5. Secretary will cross the name of deceased off any special mailing list she has at her desk, re: Advisory Council, Directors of Special Education, etc.
6. STATION 5 will cross name off of the typed alphabetical membership list. She will write a brief note to the persons with whom the list has been shared, so that name of deceased can be removed from other lists. (see 707.4)

800 LISTS

As current lists arrive at SEIMC each fall they are added to each OPM for the reference of the SEIMC staff at the discretion of the Director.

a ACRONYMS

b STAFF

c ST. PAUL SCHOOLS

d SEIMC ADVISORY COUNCIL

e MEMBER DISTRICTS

f MATERIAL LISTS AND DIRECTORY SUPPLEMENTS

g INFORMATION SHEET -- INCLUDING HOURS OPEN TO PUBLIC

(The lists referred to in section 800 are not all included in this edition of the OPM although they are in the SEIMC staff members' copies.)

800 LISTS

a ACRONYMS

APR	ALL PURPOSE ROOM. The large meeting room in SEIMC.
BRL	BEHAVIORAL RESEARCH LABORATORIES. A firm from whom SEIMC purchases instructional materials, particularly in the reading field.
BRT	Initials of a frequent correspondent. See Director for clarification.
CCCC or 4 C's	GREATER ST. PAUL COUNCIL FOR COORDINATED CHILD CARE. A St. Paul council who received help from SEIMC in establishing their own resource center.
CDC	CHILD DEVELOPMENT CENTER. New St. Paul school for retarded children, located at 354 Colborne.
CEC	COUNCIL FOR EXCEPTIONAL CHILDREN. A national organization of teachers and administrators in special education. The local Chapter 40 includes many teachers who are SEIMC members.
CSPEA	CITY OF ST. PAUL EDUCATION ASSOCIATION. (see NEA)
DAC	DAY ACTIVITY CENTER. A day school for retarded children and adults.
DCC	DAY CARE CENTER. Center is available for children of working mothers. It is not a special education center.
DLM	DEVELOPMENTAL LEARNING MATERIALS. A company out of Chicago that sells many items in the perceptual-motor area.
ECON	EAST CONSOLIDATED ELEMENTARY SCHOOL. A new school in St. Paul located on East Case Avenue.
EMDAC	EAST METROPOLITAN DAY ACTIVITY CENTER COUNCIL. This council group is made up of representatives from each DAC in the east metropolitan service area.
EMR	EDUCABLE MENTALLY RETARDED. These students receive an academic school program, usually in a special class setting in their neighborhood school. They will lead a more independent life than TMR.
EMSEC	EAST METROPOLITAN SPECIAL EDUCATION COUNCIL. This is a group of directors of special education from the 18 cooperating school districts, plus staff from Regional Services Office and other EMSEC sponsored programs.
EPDA	EDUCATIONAL PROFESSIONAL DEVELOPMENT ACT. A provision in this act of Congress provided the training program in St. Paul in 1969 - 70 for secondary teachers of the learning disabled. Materials purchased during this time are in the workroom, coded with a distinctive yellow circle.
EPIE	EDUCATIONAL PRODUCTS INFORMATION EXCHANGE. An organization that evaluates instructional materials.

1/73 Rev.

800 a ACRONYMS (CONT.)

ERA	EDUCATIONAL RESEARCH ASSOCIATES. A firm from whom SEIMC purchases materials.
ERIC	EDUCATIONAL RESOURCES INFORMATION CENTER. A clearing house in Washington, D.C. that publishes abstracts of journal articles, studies and books.
ESI	EDUCATORS SERVICE, INC. A firm in Minneapolis from whom SEIMC purchases materials.
IBM	INTERNATIONAL BUSINESS MACHINES. This firm sold SEIMC the selectric typewriters.
IMC/RMC	INSTRUCTIONAL MATERIAL CENTER/REGIONAL MEDIA CENTER. This is a network of all centers in the country serving handicapped and exceptional children.
ITPA	ILLINOIS TEST OF PSYCHOLINGUISTIC ABILITIES. This test, neatly contained in a black attaché case, is used only by people who have been trained to use it -- generally speech therapists.
LBW	LILY-BETH WAHLBERG. Your Director! Bless her heart ♡
MEA	MINNESOTA EDUCATION ASSOCIATION. This is a statewide professional organization of teachers whose convention is held for two days every October.
MFT	MINNESOTA FEDERATION OF TEACHERS. A state teachers union, whose yearly convention coincides with MEA.
NCR	NATIONAL CASH REGISTER. The checkout slips used in SEIMC are printed on NCR paper -- a self carboned paper.
NEA	NATIONAL EDUCATION ASSOCIATION. A national professional organization of teachers with MEA as the state affiliate and CSPEA as the St. Paul organization.
OPM	OPERATING PROCEDURES MANUAL. Any manual streamlining and outlining office management procedures.
PLDK	PEABODY LANGUAGE DEVELOPMENT KIT. There are four kits used in kindergarten (Level P), grades 1 - 3. The orange P level kit has 2 separate parts, the other kits are contained in one part.
REC	RESPONSIVE ENVIRONMENT CORPORATION. A firm from whom SEIMC purchases materials, including the Talking Page machine.
RSO	REGIONAL SERVICES OFFICE. St. Paul is the host district for RSO. Programs serving all 18 school districts in EMSEC are coordinated through RSO.
SEIIL	SPECIAL EDUCATION INSTRUCTIONAL IMPROVEMENT LABORATORY. The University of Minnesota counterpart to our SEIMC located in Pattee Hall, Minneapolis Campus.

800 a ACRONYMS (CONT.)

SEIMC SPECIAL EDUCATION INSTRUCTIONAL MATERIALS CENTER. There are 14 regional SEIMC's in the country and over 250 associate SEIMC's, of which St. Paul is one. Every associate SEIMC is in the service area of a regional center.

SLBP SPECIAL LEARNING AND BEHAVIOR PROBLEMS. (Formerly SLD) SLBP students as the name implies have special learning and behavior problems. Most of them are enrolled in a regular classroom but see the SLBP teacher for a period of private instruction during the day.

SRA SCIENCE RESEARCH ASSOCIATES. A firm from whom SEIMC has purchased many classroom kits for reading and math.

SVE SOCIETY FOR VISUAL EDUCATION, INC. A firm that sell filmstrip kits for reading and math.

3M MINNESOTA MINING AND MANUFACTURING COMPANY. In addition to selling A-V equipment, 3M sells educational materials, and has a loan-a-library collection of printed visuals from which to make transparencies.

TMR TRAINABLE MENTALLY RETARDED. A degree of retardation where curriculum emphasis is on self care skills, grooming, guidance, and vocational competencies that might allow the student to work someday in a sheltered or closely supervised setting. TMR students are more retarded than EMR.

Lo1

FIELD-TEST VERSION

NOT FOR GENERAL DISTRIBUTION